

**ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 33-106

AIR FORCE MATERIEL COMMAND

Supplement 1

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Communications and Information

**MANAGING HIGH FREQUENCY RADIOS,
LAND MOBILE RADIOS, CELLULAR
TELEPHONES, AND THE MILITARY
AFFILIATE RADIO SYSTEM**

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This supplement contains guidelines and procedures for managing high frequency radios, cellular telephones (CT), land mobile radios (LMR) and the military-affiliate radio system within AFMC. It is recommended that each base CSO develop a supplement to outline local procedures for managing high frequency radios, LMRs and the military-affiliate radio system. These radio systems, with the exception of the CTs, can provide extensive capabilities during contingency operations with proper planning. Write their use into your planning documents, then exercise the plans to test the systems under stressed loads to determine both equipment and operator overload limits. Base supplements may add to but not reduce requirements from the AFI and MAJCOM supplements. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AFI 33-106, 1 September 1997, is supplemented as follows:

4.4.1. The AFMC focal point (MAJCOM LMR manager) is AFMC Computer Systems Office (AFMC CSO/SCSL, 4225 Logistics Ave, Suite 20, Wright-Patterson AFB OH 45433-5759).

4.6.10. Is the approval authority for all requirement documents which identify cellular telephones as the recommended technical solution. Responsibility cannot be delegated to a subordinate authority level. In addition to the CSRD requirement criteria documented in AFI 33-106 Attachment 5, CTs must not be approved for use as the primary or only communications device in contingency or emergency operations. The CT infrastructure is extremely vulnerable to physical damage (hurricane, earthquake, etc) and even if

they survive the physical damage of a disaster, will be unavailable in times of crisis due to system overload.

4.6.11. Approve CTs only after all other technical solutions are researched and determined not adequate to meet customer requirements.

4.6.15. (Added) Identify and provide service termination recommendation for those CTs which have excessive use, little or no use, and/or unofficial use to the affected unit and the Wing/Air Base Group commander for their review.

4.6.16. (Added) Provide assistance and policy to the local Contracting Office for use in training International Merchant Purchase Authorization Card (IMPAC) cardholders on requirements for the purchase of LMR assets.

4.6.17. (Added) Report quarterly the following data: total number of CT assets assigned to AFMC units, total cost per quarter of CT usage (airtime + service charges), number of CTs with airtime charges less than \$3 per quarter, and number of CTs with airtime charges above \$300 per quarter. The reports are due to AFMC CSO/SCSL not later than 10 October, 10 January, 10 April, and 10 July. (RCS: MTC-CE(AR)9303 applies.)

4.7.20. (Added) Become familiar with LMR system capabilities/limitations and develop plans to use HF or SATCOM to cover areas outside LMR coverage, but within your center's area of responsibility.

4.8.1.3. The annual revalidation will be accomplished within 30 days of the anniversary date of the approval of the original CSRD and will include a separate justification for each communications requirement for which the CT was originally issued. The document will identify each cellular instrument by serial number. The Base CSO will then re-evaluate the communications need for the best technical solution and costing. Failure to perform the annual revalidation will result in CT deactivation 30 days after notification by base CSO.

4.8.1.5. (Added) Ensure CTs are not used in operational and contingency plans.

4.8.2.1. Ensure CSO approval on all requests for LMR equipment prior to purchases utilizing the IMPAC.

4.10. Trunked Land Mobile Radio (TLMR). The use of TLMR systems is encouraged when such systems will alleviate base-wide integration, interoperability, or frequency congestion/allocation problems and enhance the base's overall operational capability. TLMR systems may be established by individual bases or cooperatively with other federal agencies. Bases should request access through the wide area trunked system administrator if a cooperative (wide area) TLMR system is already operating in their vicinity. Use of "storm plans" with trunked systems greatly increases the system's effectiveness during contingencies. During contingencies expect an increase in radio traffic and requests to use telephone interconnections. Plans should minimize traffic by limiting telephone access to emergency users only. Also, have conventional capability on trunking frequencies using base stations at locations such as security police, fire department, hospital, and command post for direct communications in case the trunking repeaters go off the air. Have portable radios programmed in advance for such an event.

4.10.1. Requirements for TLMR systems cannot be funded locally or through command channels until a TLMR conversion plan has been approved by the MAJCOM, Department of Commerce, National Tele-

communications and Information Administration (NTIA), Interdepartmental Radio Advisory Committee, and Spectrum Planning Subcommittee.

4.11.1. (Added) Center commanders will verify all CTs in use are required.

4.11.2. (Added) Wing/group commanders:

4.11.2.1. (Added) Work with the Base CSO to control growth and usage of CTs.

4.11.2.2. (Added) Develop CT usage parameters defining excessive use, nonuse, and unofficial use.

4.12. (Added) Wing/group commanders will establish procedures to ensure units purchasing LMR assets utilizing the IMPAC process obtain CSO approval prior to purchase.

4.13. (Added) LMR Maintenance:

4.13.1. (Added) The base CSO will establish a focal point to control and track maintenance, and serve as the Quality Assurance Evaluator for the contracting officer.

4.13.2. (Added) Contract Maintenance. Use warranty service unless mission or costs dictate otherwise. The base CSO, LMR manager, and using organizations determine the repair method which results in the lowest total overall cost (as-required cost, plus cost of spares, versus cost under a recurring contract). Base CSO should ensure maintenance service contracts permit qualified DoD employees to perform LMR equipment installations and removals.

4.13.2.1. (Added) Items requiring infrequent maintenance (such as central base pagers and ancillary equipment, cellular telephones, vehicular chargers, antennas, scanners, public address systems, sirens, light bars, etc.) should be maintained on an "as-required" basis unless it is cost effective or mission essential to do otherwise.

4.13.2.2. (Added) Normally, only high priority centralized mission essential equipment, and intrinsically safe land mobile radios (ISLMRs) are covered by a recurring contract.

4.13.2.3. (Added) Base CSO ensures LMR maintenance contract addresses wartime or contingency requirements and support. Use AFI 33-106, Attachment 4, as a guide.

4.13.3. (Added) Maintenance Documentation. Use the LMR MIS or LMR TRS maintenance log subsystem as the maintenance record for LMR assets.

4.13.4. (Added) Preventative Maintenance. Perform annual preventative maintenance inspection (PMI) on high priority, centralized mission essential equipment. Perform PMIs on equipment certified as intrinsically safe and used in hazardous environment as determined by manufacturer, Factory Mutual Research Corporation, or the Air Force Safety Agency, whichever is the most stringent. Document PMIs in the LMR MIS or LMR TRS equipment subsystem.

4.13.5. (Added) Deployed LMRs. Units with deployment missions requiring LMRs must arrange for maintenance at deployment locations using the following options:

4.13.5.1. (Added) If available, contract maintenance coordinated in advance with deployed locations and included in the appropriate operations plans.

4.13.5.2. (Added) Deployment of spare LMR equipment and parts.

4.13.5.3. (Added) Organic maintenance, if authorized.

4.13.5.4. (Added) Shipping to CONUS unit for repair.

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Attachment 1 (ADDED)

Abbreviations and Acronymns

PMI - Preventive Maintenance Inspection

SPS - Spectrum Planning Subcommittee